

Search for a Submitted Application Form 1288

Scope

This procedure covers the steps search for a previous SFA LEAP/SLEAP Application Form 1288.

System References

N/A

Policy

N/A

Responsibility

SFA LEAP Manager

Distribution

Ownership

N/A

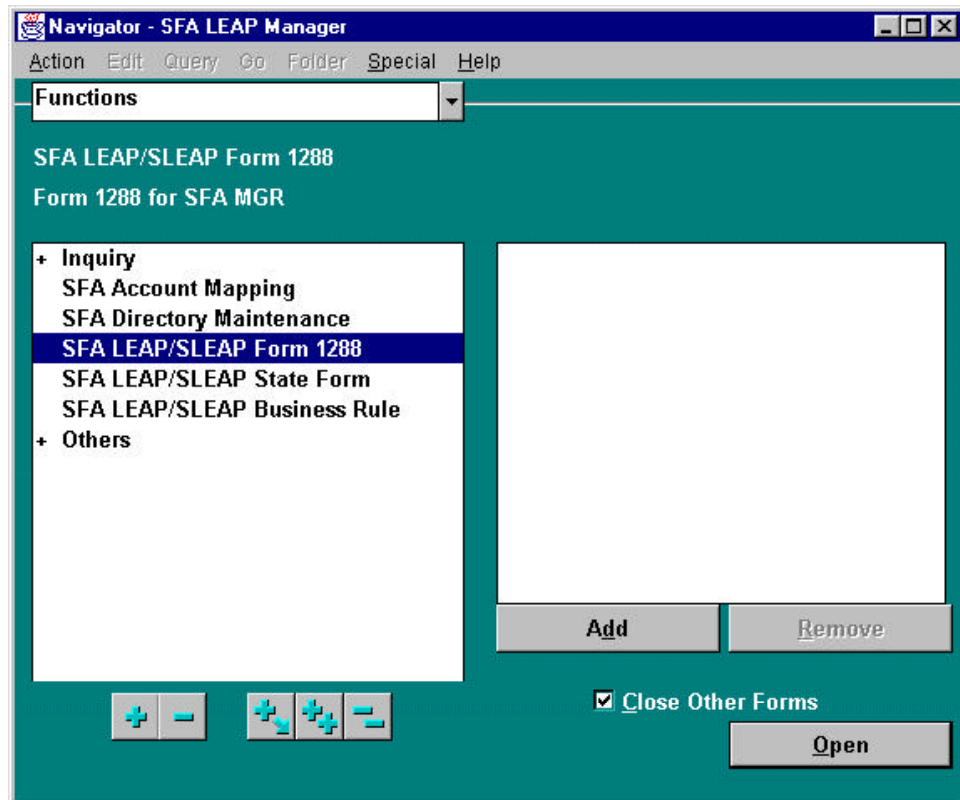
Activity Preface

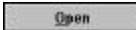
N/A

Search for a Submitted Application Form 1288-SFA LEAP Manager

The following steps are performed to search for a previous SFA LEAP/SLEAP Application Form 1288.

1. Sign on to the FMS using the SFA LEAP Manager responsibility.
The following Window appears:



2. **Double Click** SFA LEAP/SLEAP Form 1288 in the Navigator Window or **Single Click** SFA LEAP/SLEAP Form 1288 and **Click** the  Button at the lower right corner of the Window. The following LEAP/SLEAP FORM 1288 Window appears:

FYI: The following screen shot is filled in with sample information.

LEAP/SLEAP FORM 1288

US Department of Education

Application to Participate in the Leveraging Educational Assistance Partnership (LEAP) and Special Leveraging Educational Assistance Partnership (SLEAP) Programs

O.M.B. No 1645-0026
Expiration Date: 09/30/2001

Award Year **2001 - 2002** Status **Submitted**

Section A: State Agency and Contact Information

1. State	Colorado	3 (a) Agency's Name	Colorado Commission on Higher Education
2. DUNS	878558519	3 (b) Mailing Address	1300 Broadway, 2nd Floor

LEAP Contact Information		SLEAP Contact Information	
4 (a) Name	Sharon son	4 (b) Name	Sharon son
5 (a) Email Address	sharon.samson@state.co.us	5 (b) Email Address	sharon.samson@state.co.us
6 (a) Phone Number	303-866-2723	6 (b) Phone Number	303-866-2723
7 (a) Fax Number		7 (b) Fax Number	

Section B: State Request for Federal Funds **Section C: State Matching Funds Available**

Section D: State Maintenance of Effort (MOE)

Section E: Determination of Substantial Financial Need of Students

Section F: Institutional Eligibility Within State **Section G: State Program Names and Maximums**

Section H: SLEAP Specific Information **Section I: Assurances and Signature**

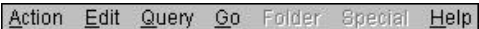

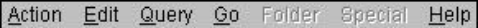

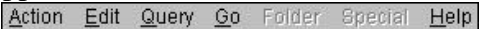

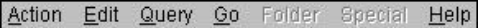
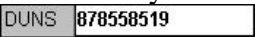
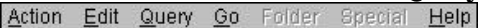
Review Pending Certification Approve Reject

FYI: The following statuses of the Application Form 1288 are available for the responsibility of Financial Partners Channel Manager:

- **Submitted** - Submitted application by a State/Territory to the SFA LEAP/SLEAP Financial Partners Channel. An E-mail alert is automatically generated to the FP when the State/Territory submits an application.
- **Pending** - Submitted application by a State/Territory to the SFA LEAP/SLEAP Financial Partners Channel, which has been reviewed, but not yet approved or rejected because Certification page has not been received.
- **Approve** - An application form approved by the Financial Partners Channel. An E-mail alert is automatically generated to the State/Territory advising them that their application was approved by the FP.
- **Rejected** - A submitted application form rejected by the Financial Partners Channel; the form was sent back to the submitter for correction and resubmission. An E-mail alert is automatically generated to the State/Territory when the FP rejects an application. The State/Territory will be advised which sections of the application need to be corrected.

- **Re-Submitted** - A rejected application form resubmitted by a State/Territory to the Financial Partners Channel. An E-mail alert is automatically generated to the FP office when the State/Territory resubmits an application.

FYI: Below are five ways to search for an application form: Make sure to perform Step 3 below before executing any of the five searches.

- Award Year
 - Status
 - State
 - DUNS
 - Agencies Name
3. **Click Query**  and then **Click Enter**, this will clear all fields in the displayed Form 1288.
 4. To search by Award Year, Type the Award Year in the Award Year Field  and **Click Query**  and then **Click Run**. The Form 1288 will appear with the fields populated for the year you requested.
 5. To search by Status, Type the Status, i.e. Submitted, Resubmitted, Pending, or Approved, in the Status Field  and then **Click Query**  and then **Click Run**. The Form 1288 will appear with the fields populated for the Status you requested.
 6. To search by State, Type the State in the State Field  and **Click Query**  and then **Click Run**. The Form 1288 will appear with the fields populated for the State you requested.
 7. To search by DUNS, Type the DUNS # in the DUNS Field  and **Click Query**  and then **Click Run**. The Form 1288 will appear with fields populated for the DUNS # you requested.

End of activity.

Start

**Search for a
Submitted
Application Form
1288-SFA LEAP
Mgr**

- Sign on to FMS using SFA LEAP Mgr responsibility. following Window appears: (1)
- Double Click SFA LEAP/SLEAP Form 1288 in Navigator Window or Single Click SFA LEAP/SLEAP Form 1288 & Click Button at lower right corner of Window. following LEAP/SLEAP FORM 1288 Window appears: (2)
- Click Query & then Click Enter, this will clear all fields in displayed Form 1288. (3)
- To search by Award Year, Type Award Year in Award Year Field & Click Query & then Click Run. Form 1288 will appear with fields populated for year you requested. (4)
- To search by Status, Type Status, i.e. Submitted, Resubmitted, Pending, or Approved, in Status Field & then Click Query & then Click Run. Form 1288 will appear with fields populated for Status you requested. (5)
- To search by State, Type State in State Field & Click Query & then Click Run. Form 1288 will appear with fields populated for State you requested. (6)
- To search by DUNS, Type DUNS # in DUNS Field & Click Query & then Click Run. Form 1288 will appear with fields populated for DUNS # you requested. (7)

End